



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI, OHIO 45268-7001

August 11, 2003

MEMORANDUM

SUBJECT: Invitation for Bids (IFB) PR-CI-03-10958

FROM: Billy J. Oden
Contracting Officer

TO: Prospective Bidders

Thank you for requesting a copy of the subject IFB, covering the renovation of laboratory room(s) at the USEPA NHEERL laboratory at 6201 Congdon Blvd., Duluth, MN.

All **QUESTIONS** pertaining to this solicitation shall be directed to Billy Oden, Contracting Officer, Telephone (513) 487-2126 or FAX (513) 487-2107. The attached form is provided for your use in faxing questions regarding this solicitation.

SITE VISITS can be arranged by contacting Rodney Booth, Project Officer, 218-529-5040.

This solicitation shall result in a single award. Bids submitted in response to the solicitation are due to the specified office not later than the scheduled bid opening time identified in Block 13 on page 1 of the Standard Form 1442. Bids will be opened in Cincinnati, Ohio. **See the Section L provision entitled "ADDRESS OFFER TO" for correct mailing addresses.**

To ensure the submission of complete bids and to avoid omissions that result in your bid being rejected as nonresponsive, please pay particular attention to the following:

1. Have you completed Blocks 14, 15, 16, 17, 19, 20A, 20B, and 20C on page 2 of the Standard Form 1442? Are all items and amounts included? Have you acknowledged, on the SF-1442, receipt of all amendments (if any) issued to the Invitation for Bids?
2. Have you signed your bid (Block 20B on Page 2 of the Standard Form 1442), and submitted the original and one copy of the complete bid?
3. Have you entered your total proposed price in Block 17 on page 2 of the SF 1442?
4. Have you fully completed all Representations and Certifications in Section K entitled, "Representations and Certifications and Other Statements of Offerors"?

5. **CAUTION - LATE BIDS** - See the Section L clause entitled “LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF BIDS”, which provides that late bids and modifications or withdrawals thereof sent through the mails ordinarily will be considered only if timely mailed by REGISTERED MAIL or by CERTIFIED MAIL for which a POSTMARKED RECEIPT has been obtained and mailed five calendar days before the date specified for receipt of bids; sent by U.S. POSTAL SERVICE EXPRESS MAIL NEXT DAY SERVICE - POST OFFICE TO ADDRESSEE, not later than 5:00 P.M. at the place of mailing two working days prior to the date specified for receipt of bids; or DETERMINED BY THE GOVERNMENT that the late receipt was due solely to mishandling by the Government after receipt at the Government installation.
6. To expedite the award process, bidders are requested to submit with their bids the information set forth in the Section L provision entitled “**PRE-AWARD INFORMATION**”.
7. If the offeror has not registered in the Government’s Central Contractor Registration system, it must do so before it can receive a contract award. Offerors may obtain information on registration via the internet at <http://www.ccr.gov> or call 1-888-227-2423.

Attachment: Contractor’s Question Sheet

CONTRACTOR'S QUESTION SHEET

DATE: _____

SUBJECT: IFB, PR-CI-03-10958, covering the renovation of laboratory room(s) at the USEPA NHEERL laboratory at 6201 Congdon Blvd., Duluth, MN.

TO: Billy Oden, Contracting Officer, **FAX No. (513) 487-2107**

[illegible]

Company Name: _____

Individual's Name: _____

Address: _____

City, State: _____

Telephone No., including Area Code: _____

Reference Specification/Drawing No.: _____

Question/Clarification: _____

[illegible]

